

## INTERNSHIP OPPORTUNITY WITH EQUITAS Canadian Program SUMMER 2021

<b>POSITION:</b>	Canadian Program Intern
<b>LOCATION:</b>	Montreal, QC ( <b>Potentially remote work pending COVID situation</b> )
<b>DESCRIPTION OF HOST ORGANIZATION:</b>	<p>Equitas - International Centre for Human Rights Education is Canada's oldest and most active human rights education organization. Equitas has been developing innovative human rights education tools and programs that develop awareness and encourage participation of children and youth since 2004. Currently being implemented in non-formal setting such as summer camps and youth organizations, programs with children and youth are now also being developed in formal sectors such as school and afterschool settings. Our programs for ages 6-25 use fun and interactive activities to promote human rights values and intercultural understanding, respect for diversity and to combat discrimination. The programs use a rights-based approach to equip camp staff with the knowledge and skills to promote human rights values such as inclusion, peaceful conflict resolution and respect for diversity in the activities they organize with children and youth.</p>
<b>INTERN'S DUTIES AND RESPONSIBILITIES:</b>	<p>Prior to starting the internship, the intern will participate in an orientation session designed to equip the intern with the skills and knowledge to conduct the following activities.</p> <p>The intern will be a member of the Canadian Team, supporting our programming for children and youth in different ways:</p> <p>Communications</p> <ul style="list-style-type: none"> <li>- participate on the Knowledge and Communications Team to implement our engagement strategy for Canadian partners</li> <li>- Assist with requests from Equitas Communications team</li> <li>- support the implementation of a short-term communications plan to promote the Canadian Program's Instagram account and interactive platform, <a href="http://speakingrights.ca">speakingrights.ca</a></li> <li>- create content (written and visuals) for our social media and websites and keep content calendars updated</li> <li>- support the administration and upkeep of <a href="http://speakingrights.ca">speakingrights.ca</a></li> <li>- Learn some basics about using Canva, Adobe Creative Cloud, and website back-end</li> <li>- Bring forward your own ideas about communications projects!</li> </ul> <p>Program management</p> <ul style="list-style-type: none"> <li>- support the coordination of training sessions and events</li> <li>- support coaching and follow up with partners</li> <li>- Co-facilitate workshops or trainings</li> <li>- collect evaluation data from partners and input into an evaluation report detailing the results of the program</li> <li>- Administrative support including translating materials, maintaining a database, organising/preparing materials for trainings, etc.</li> </ul> <p>Development of educational tools</p>

	<ul style="list-style-type: none"> <li>- support the Education Specialists to review and revise educational tools</li> <li>- revise texts in English and in French</li> </ul> <p><i>Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.</i></p>
<b>HOST ORGANIZATION'S REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>- <b>Excellent verbal and written communication skills in French and English are necessary. Must be able to facilitate trainings and do follow-up with partners in French.</b></li> <li>- University studies in a relevant field: political science, education, psychology and/or other social sciences</li> <li>- Interest in creating youth-specific content and resources</li> <li>- Experience working with children and youth, preferably in a non-formal setting such as camps, youth clubs, etc.</li> <li>- Commitment to the promotion of human rights, social justice and equity</li> <li>- Must be an autonomous self-starter with strong organizational skills since this position may still be remote due to COVID-19</li> <li>- Computer literacy in database management and Microsoft applications is an asset.</li> </ul>
<b>HOURS:</b>	Full time (30 hours/week)
<b>DATES:</b>	<b>Mid May– Mid August</b> (16 weeks), exact dates to be confirmed
<b>REMUNERATION:</b>	\$15 per hour, maximum of 30 hours per week
<b>HOW TO APPLY:</b>	Students must complete the online Arts Internship Application Form available on the AIO website: <a href="https://www.mcgill.ca/arts-internships/internships/postings/application">https://www.mcgill.ca/arts-internships/internships/postings/application</a>
<b>DEADLINE TO APPLY:</b>	<b>February 15, 2021. 12:00pm noon EST.</b>
<b>CITIZENSHIP REQUIREMENTS:</b>	Canadian citizen, permanent resident or refugee status.
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"> <li>- McGill Faculty of Arts students (B.A., B.A &amp; Sc., BSW, B.Th., M.A, MSW)</li> <li>- Minimum CGPA of 2.7</li> <li>- Returning to McGill in the fall semester following the internship</li> <li>- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns <a href="https://www.mcgill.ca/arts-internships/resources">https://www.mcgill.ca/arts-internships/resources</a></li> </ul>
<b>EQUITAS EQUITY STATEMENT</b>	Equitas is committed to employment equity and strongly encourages applications from Indigenous peoples, visible minorities, people with disabilities, refugees and people of all sexual orientations and gender identities.
<b>COSTS:</b>	The intern is responsible for all costs associated with the internship including transportation, accommodations, etc. A computer and other relevant materials will be provided by Equitas.
<b>TRAVEL ARRANGEMENTS:</b>	Preparing travel arrangements to and from the internship host organization is the responsibility of the intern.
<b>ACCOMMODATION:</b>	Finding suitable lodging during the internship is the responsibility of the intern.
<b>ENTRY REQUIREMENTS:</b>	Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations. <u>The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.</u>

**Please Note:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration*